

EXECUTIVE OFFICE OF THE PRESIDENT
BUREAU OF THE BUDGET
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TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

SUBJECT: Guides and criteria applicable to 1952 estimates

1. Purpose. This Bulletin sets forth the guides and criteria that will be used by the Bureau of the Budget in appraising the staffing or cost requirements reflected in agency budget estimates for the fiscal year 1952 for replacement of selected types of equipment, employee health service programs and certain services common to most agencies of the Government (see Section 3 of Bureau of the Budget Circular No. A-11, dated June 30, 1950).

The guides and criteria set forth in this Bulletin are applicable only to the review of estimates for the fiscal year 1952. The guides and criteria for 1951 were contained in Circular No. A-11 last year and in Bulletin No. 50-6. Changes from those guides and criteria are as follows:

- a. The ratio for voucher examination activities has been changed from 3,200 to 3,500 vouchers per employee examining vouchers; the ratio for pay roll, leave and retirement activities has been changed from 200 to 220 civilian employees per employee performing these activities.
- b. A new standard has been added covering replacement of typewriters.

The guides set forth in this Bulletin are for use in preparing estimates for the 1952 Budget. The Civil Service Commission and the General Services Administration are cooperating with the Bureau of the Budget in utilizing and applying the staffing guides for personnel and property management activities. The replacement guides have been prepared after consultation with the General Services Administration. In the administration of the Budget, for 1951 as well as for 1952, agencies will follow such replacement standards as may be prescribed in the future by the Administrator of General Services.

2. Guides for replacement of passenger automobiles. Provision may be made in the estimates for replacement of passenger automobiles which shall have been operated, at the time of replacement, for 60,000 miles or 6 years, whichever occurs first; provided, that where a bureau or comparable organizational unit owns a fleet of 8 or more automobiles, not more than 25 per cent of such fleet may be estimated for replacement in any one year.

3. Guides for replacement of standard body motortrucks (1½ tons or less). Provision may be made in the estimates for replacement of standard

- 2 -

body motortrucks of $1\frac{1}{2}$ tons or less which shall have been operated, at the time of replacement, for 50,000 miles or 6 years, whichever occurs first; provided, that where a bureau or comparable organizational unit owns a fleet of 8 or more trucks in this category, not more than 25 per cent of such fleet may be estimated for replacement in any one year. Standard body motortrucks are defined as any 4 x 2 truck (4 wheels with 2 driving wheels) or trucks of nominal $1\frac{1}{2}$ ton capacity (14,999 pounds gross vehicle weight) or less, when provided with a body (designed by truck-chassis manufacturers as standard equipment for that chassis) of any of the following types: carry-all suburban, standard pick-up or express, panel, van, open van, platform, stake or rack body. Combat and tactical vehicles of the armed services are not included within the definition.

4. Guides for replacement of typewriters. Provision may be made in the annual budget estimates for the replacement of typewriters at a rate not to exceed ten per cent of the number of typewriters expected to be in actual use on June 30 of 1951 or 1952, whichever is lower; provided that the average age of all typewriters in actual use on June 30, 1952, is not brought below six years.

The above standard applies to all Government-owned office typewriting machines in the continental United States (including portable, standard, electric, automatic letterwriting, varityping, paper ribbon, special keyboard machines, etc., but not communication devices) acquired during the fiscal year and offset by disposal of a like number. (The standard does not apply to acquisitions or dispositions which increase or decrease the inventory.) The number of typewriters in actual use on June 30 will include all machines charged out of stock for bona fide use regardless of the amount of time they are used during the year. The average age of typewriters in actual use on June 30 will be computed as the sum of the individual machine ages from date of manufacture divided by the number of machines in use. The maximum age which may be assigned to individual machines for computing average age shall be 15 years.

5. Guides for employee health service programs. Provision may be made in the estimates for employee health service programs, in accordance with the President's policy statement of January 1950, covering the establishment and operation of Federal employee health programs, at a per annum cost of not to exceed \$8 per employee to be served. Estimates in excess of these guides must be fully explained in the justifications.

6. Staffing guides and criteria for personnel, fiscal and property management activities. Transmitted with this Bulletin are statements setting forth the guides and criteria that will be used by the Bureau of the Budget in appraising the staffing or cost requirements for certain services common to most agencies of the Government, as reflected in agency budget estimates for the fiscal year 1952.

- 3 -

Three of these statements describe staffing guides, in the form of generally attainable ratios of staff to selected workload factors, dealing respectively, with (1) personnel services, (2) pay roll, leave, and retirement activities, and (3) voucher examination activities. The fourth statement describes workload factors and performance ratios to be examined in connection with agency procurement and storage and issue activities, but does not establish a specific staffing guide for these activities.

Attention is called to the fact that the pending General Appropriation Bill for 1951 includes a limitation (for the fiscal year 1951) on staffing for personnel work of agencies to which funds are made available by Chapter VIII thereof. The coverage of that limitation as to employees and activities is not directly comparable to the personnel ratio in the enclosed guide.

7. Procurement to be held to minimum. Attention is directed to the need for the executive agencies to hold to a minimum their procurement of supplies and equipment, especially those items which use critical materials needed for defense purposes. Inventories of such materials are also to be reduced to the lowest practical levels.

These guides and criteria with respect to equipment items and inventories generally should be considered as maximum budgetary allowances under normal conditions. Agencies should plan well within these limits, particularly if future conditions bring shortages of materials.

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Director

Enclosures